

# RECORDS RETENTION SCHEDULE APPROVAL REQUEST

STD. 72 (REV. 7-92)

8/15/94  
JAD

Submit three copies with three copies of the  
Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES  
OFFICE OF INFORMATION SERVICES  
1500 5th Street, Room 116  
Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

| NEW SCHEDULE<br>INFORMATION<br>(If applicable)      | (5) SCHEDULE NUMBER    | (6) SCHEDULE DATE     | (7) NUMBER OF PAGES   | (8) CUBIC FEET (Total Schedule) |
|---|------------------------|-----------------------|-----------------------|---------------------------------|
|   | 16866                  | 8/1/94                | 6                     | 325                             |
| PREVIOUS SCHEDULE<br>INFORMATION<br>(If applicable) | (9) SCHEDULE NUMBER(S) | (10) APPROVAL DATE(S) | (11) APPROVAL DATE(S) | (12) PAGE NUMBER(S) REVISED     |
|   | 103, 2                 | 1010                  | 93-6-91               |                                 |
|   | 1003                   | 1043                  | 6-12-90 11-18-92      | All                             |
|   | 1012                   |                       | 6-17-91               |                                 |

## PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

| (13) SIGNATURE - MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS | (14) TITLE | (15) DATE SIGNED |
|---|------------|------------------|
| <i>John M. [Signature]</i>                                    | Chief      | 8/8/94           |

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

|   |                                  |                  |
|---|----------------------------------|------------------|
| (16) SIGNATURE - RECORDS MANAGEMENT ANALYST | (17) TITLE                       |                  |
| <i>Kristine Estes</i>                       | Departmental Records Coordinator |                  |
| (18) NAME (Printed & Typed)                 | (19) TELEPHONE                   | (20) DATE SIGNED |
| Kristine Estes                              | 323-4095                         | 8/8/94           |

PART II: DEPARTMENT OF GENERAL SERVICES

## PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

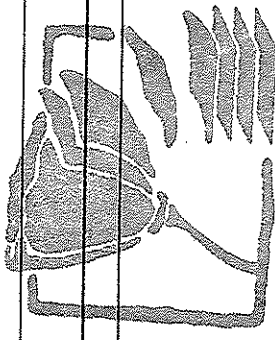
| (21) SIGNATURE - OIS CONSULTANT | (22) APPROVAL NUMBER |
|---------------------------------|----------------------|
| <i>Kamrona M. Gutierrez</i>     | 94-235               |
| (23) TITLE                      | (24) DATE SIGNED     |
| I Mgmt. Consultant              | 8-22-94              |

## PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

## THE ATTACHED RECORDS RETENTION SCHEDULE:

(25) ☐ Contains no material subject to further review by the California State Archives

(26) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



CALIFORNIA  
STATE ARCHIVES

| (27) SIGNATURE - CHIEF OF ARCHIVES | (28) DATE SIGNED |
|------------------------------------|------------------|
| <i>John F. Burns</i>               | SEP - 2 1994     |

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## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse  
and in SAM 1600

|   |   |                                   |
|---|---|-----------------------------------|
| DEPARTMENT (1)<br><b>Corrections</b>  | SCHEDULE NUMBER (2)<br><b>16866</b>                                 | DATE (3)<br><b>August 1, 1994</b> |
| ORGANIZATIONAL UNIT<br><b>Business Services Section</b>                       | Page <b>1</b> of <b>6</b> Pages (4)                                 |                                   |
| ADDRESS (number, street, city)<br><b>1515 S Street, Room 124S, Sacramento</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)<br><b>94.235</b> |                                   |

| ITEM<br>NUMBER<br><br>(Triple<br>between<br>(6) | CUBIC<br>FEET<br><br>(space<br>items)<br>(7) | CALIFORNIA<br>STATE<br>ARCHIVES<br>USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br><br>(Triple-space between items)<br>(9)   | M<br>e<br>d<br><br>i<br>a<br>(10) | V<br>i<br>t<br><br>a<br>l<br>(11) | RETENTION      |               |             |               | PRA<br>(Exempt)<br><br>&<br>IPA<br>(16) | REMARKS<br><br>(17)  |
|---|--|--|---|-----------------------------------|-----------------------------------|----------------|---------------|-------------|---------------|---|--|
|   |  |  |   |                                   |                                   | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |   |  |
| ADM   |  |  | <u>Business Services Section</u><br><br>This Records Retention Schedule (RRS) defines the retention, disclosure and destruction requirement for all Business Services Section (BSS) records.<br><br>BSS provides support services in: office site acquisition; building management; procurement of equipment, materials and supplies; materials management, inventory control and records management programs; and warehouse support, supply, mail and reproduction services. |                                   |                                   |                |               |             |               |   | <u>Retention:</u><br><br>Columns 12 through 16 are clarified in Column 17, Remarks.<br><br>Department storage (Local Archives) can be used in place of State Records Center (SRC) for non-local offices or institutions.<br><br><u>Disclosure Restrictions:</u> (Column 16)<br><br>X: Exempt from public review per the Public Records Act, Government Code Section 6254.<br><br>XI: Subject individual may have the right to review per the Information Practices Act, Civil Code Section 1798.24, unless exempt under Section 1798.40. |

## RECORDS RETENTION SCHEDULE

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See instructions on reverse  
and in SAM 1600

|   |   |                                   |
|---|---|-----------------------------------|
| DEPARTMENT (1)<br><b>Corrections</b>  | SCHEDULE NUMBER (2)<br><b>16866</b>                                 | DATE (3)<br><b>August 1, 1994</b> |
| ORGANIZATIONAL UNIT<br><b>Business Services Section</b>                       | Page <b>2</b> of <b>6</b> Pages (4)                                 |                                   |
| ADDRESS (number, street, city)<br><b>1515 S Street, Room 124S, Sacramento</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)<br><b>94-233</b> |                                   |

| ITEM<br>NUMBER<br><br>(Triple<br>between<br>(6) | CUBIC<br>FEET<br><br>(space<br>items)<br>(7) | CALIFORNIA<br>STATE<br>ARCHIVES<br><br>USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br><br>(Triple-space between items)<br>(9)   | M<br>e<br>d<br><br>i<br>a<br>l<br>(10) | V<br>i<br>t<br><br>a<br>l<br>(11) | RETENTION      |               |             |               | PRA<br>(Exempt)<br><br>&<br>IPA<br>(16) | REMARKS<br><br>(17)  |
|---|--|--|---|--|-----------------------------------|----------------|---------------|-------------|---------------|---|--|
|   |  |  |   |  |                                   | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |   |  |
|   |  |  |   |  |                                   |                |               |             |               |   | <u>Destruction:</u><br><br>Department of General Services (DGS)<br>Audit: Records may be destroyed after<br>DGS audit or the designated retention<br>period, whichever comes first.<br><br>Nonconfidential: recycle.<br><br>Confidential or exempt (Column 16):<br>shred.<br><br>Historical (Column 8): Transfer to the<br>State Archives. Do not destroy. |
| 0010  |  |  | <b>Administrative Records:</b><br>Copies of general administrative records such as<br>correspondence, supervisor employee files, budgets,<br>procurement, reports, etc.. Originals are maintained<br>in Headquarters offices. | P                                      |                                   | *              |               |             | *             |   | *Retain per RRS 16000.   |
| 0020  |  |  | <b>Building Security System</b><br>Magnetic and computer disks and video tapes<br>documenting staff or visitor access to the offices.   | M                                      |                                   | 1              |               | 2           | 3             |   | Retain for three years (one year in the<br>office and two years at SRC).   |
| 0030  |  |  | <b>Communications</b><br>Records pertaining to telecommunications, telephones<br>and communications plans.  | P                                      |                                   | A+2            |               | 2           | A+4           |   | Retain as active until purchase or<br>alterations are completed, then retain<br>four years (two years in the office, two<br>years at SRC).   |

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|   |   |                                   |
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| ORGANIZATIONAL UNIT<br><b>Business Services Section</b>                       | Page <b>3</b> of <b>6</b> Pages (4)                                 |                                   |
| ADDRESS (number, street, city)<br><b>1515 S Street, Room 124S, Sacramento</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)<br><b>94.235</b> |                                   |

| ITEM<br>NUMBER<br><br>(Triple<br>between<br>(6) | CUBIC<br>FEET<br><br>(space<br>items)<br>(7) | CALIFORNIA<br>STATE<br>ARCHIVES<br><br>USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br><br>(Triple-space between items)<br>(9)   | M<br>e<br>d<br><br>i<br>a<br><br>(10) | V<br>i<br>t<br><br>a<br>l<br><br>(11) | RETENTION      |               |             |               | PRA<br>(Exempt)<br><br>&<br>IPA<br>(16) | REMARKS<br><br>(17)  |
|---|--|--|---|---------------------------------------|---------------------------------------|----------------|---------------|-------------|---------------|---|--|
|   |  |  |   |                                       |                                       | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |   |  |
| 0040  |  |  | Correspondence Control  |                                       |                                       |                |               |             |               |   |  |
| <del>0040A</del>                                |  | <del>State / County<br/>Business</del>                 | <ul style="list-style-type: none"> <li>Governor's Personal Papers<br/>Correspondence or policy (including backup), responded to by the Department at the Governor's Office request.</li> </ul>                                | P                                     |                                       | A + 1          |               | 2           | A + 3*        | X                                       | Retain as active until resolution, then retain three years or *until the end of term of office (one year in the office, two years at SRC), whichever comes last. |
| <del>0040B</del>                                |  | <del>State / County<br/>Business</del>                 | <ul style="list-style-type: none"> <li>Large Action: Legislative Inquiries<br/>Records include the completed Correspondence Referral, CDC. 972, and response.</li> </ul>  | P                                     |                                       | A + 2          |               | 1           | A + 3         | X                                       | Retain as active until completion, then retain three years (two years in the office, one year at SRC).   |
| <del>0040C</del>                                |  | <del>State / County<br/>Business</del>                 | <ul style="list-style-type: none"> <li>Small Action: Public or Inmate Requests<br/>Records include the Correspondence Referral CDC 972, only. Each office retains copies of the response per RRS 16000, item 0070.</li> </ul> | P                                     |                                       | A + 1          |               |             | A + 1         |   | Retain as active until completion, then retain one year (office).  |
| 0045  |  |  | Credit Cards  |                                       |                                       |                |               |             |               |   |  |
| 0045A   |  |  | <ul style="list-style-type: none"> <li>Gasoline<br/>Records include gasoline credit card request, copies of vendor billings reviewed and authorized for payment, etc..</li> </ul>   | P                                     |                                       | A + 2          |               | 2           | A + 4         |   | Retain as active until the end of fiscal year, then retain four years (two years in the office, then two years at SRC).  |
| 0045B   |  |  | <ul style="list-style-type: none"> <li>General Services<br/>Records include General Services cards, employee requests and index card or data file.</li> </ul>   | P                                     |                                       | A + 1          |               |             | A + 1         |   | Retain as active until the card is returned, then retain one year.   |

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| ORGANIZATIONAL UNIT<br><b>Business Services Section</b>                       | Page <b>4</b> of <b>6</b> Pages (4)                                 |                                   |
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|---|--|--|--|-----------------------------------|-----------------------------------|----------------|---------------|-------------|---------------|---|---|
|   |  |  |  |                                   |                                   | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |   |   |
| 0050  |  |  | Mailroom Shipping/Freight Log<br>Log used to track mail items.   | P                                 |                                   | A+6<br>M       |               |             | A+6<br>M      |   | Retain as active until the log book is filled or complete, then retain six month and destroy.   |
| 0055  |  |  | Materials Management<br>Records relate to SLAMM (State Logistics and Materials Management), annual inventory and departmental Peer Review Reports.   | P<br>M                            |                                   | A+2            |               | 2           | A+4           |   | Retain as active until report or project completion, then retain four years (two years in the office, then two years at SRC).                 |
| 0060  |  |  | Merit Award Suggestions<br>Employee suggestions proposed to improve State programs or procedures.  | P                                 |                                   | A+1            |               | 3           | A+4           |   | Retain as active until resolution (approved or not approved), then retain four years (one year in the office, then three years at SRC).       |
| 0065  |  |  | Parking Records<br>Records pertaining to Employee parking assignments.   | P                                 |                                   | A              |               |             | A             |   | Retain as active until the parking space is reassigned.   |
| 0070  |  |  | Procurement and Supply   | P                                 |                                   | C+2            |               | 2           | C+4           |   | Retain as current until the end of fiscal year, then retain four years (two years in the office, then two years at the State Records Center). |
| 0080  |  |  | Property/Equipment and Inventory Control<br>Records pertaining to acquisition, transfer, survey and inventory control of property/ equipment. Records also include documentation of contract mover's delivery and payment. | P                                 |                                   | C+2            |               | 2           | C+4           |   | Retain as current until the items are inventoried and surveyed, then retain four years (two years in the office, then two years at SRC).      |

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| ORGANIZATIONAL UNIT<br><b>Business Services Section</b>                       | Page <b>5</b> of <b>6</b> Pages (4)                                 |                                   |
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| ITEM<br>NUMBER<br><br>(Triple<br>between<br>(6) | CUBIC<br>FEET<br><br>(space<br>items)<br>(7) | CALIFORNIA<br>STATE<br>ARCHIVES<br><br>USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br><br>(Triple-space between items)<br>(9)  | M<br>e<br>d<br><br>i<br>a<br>(10) | V<br>i<br>t<br><br>a<br>l<br>(11) | RETENTION      |               |             |               | PRA<br>(Exempt)<br><br>&<br>IPA<br>(16) | REMARKS<br><br>(17)   |
|---|--|--|--|-----------------------------------|-----------------------------------|----------------|---------------|-------------|---------------|---|---|
|   |  |  |  |                                   |                                   | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |   |   |
| 0090  |  |  | Records Management   | P                                 |                                   |                |               |             |               |   |   |
| 0090A   |  |  | • Annual Records and Micrographics Progress, SRC Destruction, Micrographic and Optical Disk Feasibility Study and Information Practices Act Reports  | P                                 |                                   | 3              |               |             | 3             |   | Retain three years ( office).   |
| <del>0090B</del>                                |  | <del>space / facility<br/>surveys</del>                | • Information Practices Act Correspondence   | P                                 |                                   | A+3            |               |             | A+3           | XI                                      | Retain as active until resolution, then retain three years (office).  |
| 0090C   |  |  | Records Retention Schedules and Transfer Lists   | P                                 |                                   |                |               |             | A             |   | Retain as active until the RRS is revised and all transfer lists expire.  |
| 0100  |  |  | Reproduction Requests  | P                                 |                                   | C+1            |               | 3           | C+4           |   | Retain as current until the end of fiscal year, then retain four years (one year in the office, then three years at SRC).                     |
| 0110  |  |  | Space, Leases, Alterations, By-State Leases<br>Records pertaining to office space and alterations, annual office surveys, lease and by-State leases. | P                                 |                                   | A+2            |               | 2           | A+4           |   | Retain as active until the lease expires and no litigation is pending, then retain four years (two years in the office and two years at SRC). |
| 0120  |  |  | Vehicle Management   |                                   |                                   |                |               |             |               |   |   |

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|  |   |                            |
|--|---|----------------------------|
| DEPARTMENT (1)<br><b>Corrections</b>                                   | SCHEDULE NUMBER (2)<br>16866                                    | DATE (3)<br>August 1, 1994 |
| ORGANIZATIONAL UNIT<br><b>Business Services Section</b>                | Page 6 of 6 Pages (4)   |                            |
| ADDRESS (number, street, city)<br>1515 S Street, Room 124S, Sacramento | DEPARTMENT OF GENERAL SERVICES APPROVAL<br>NUMBER (5)<br>94-235 |                            |

| ITEM<br>NUMBER<br><br>(Triple<br>between<br>(6) | CUBIC<br>FEET<br><br>(space<br>items)<br>(7) | CALIFORNIA<br>STATE<br>ARCHIVES<br><br>USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br><br>(Triple-space between items)<br>(9)  | M<br>e<br>d<br><br>i<br>a<br>l<br>(10) | V<br>i<br>t<br><br>a<br>l<br>(11) | RETENTION      |               |             |               | PRA<br>(Exempt)<br><br>&<br>IPA<br>(16) | REMARKS<br><br>(17)   |
|---|--|--|--|--|-----------------------------------|----------------|---------------|-------------|---------------|---|---|
|   |  |  |  |  |                                   | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |   |   |
| 0120A   |  |  | Ownership and Maintenance<br>Records include Certificates of Title,<br>Registration, Requests for Non-Exempt License<br>Plates (Undercover Permit) and maintenance<br>records. | P                                      |                                   | A              |               |             | A             |   | Retain as active for the life of the<br>vehicle (in the office), then transfer to<br>the appropriate owner or agency.<br>NOTE: Accounting should secure the<br>original ownership documents. Copies<br>of the registration should be retained<br>in the vehicle until superseded. |
| 0120B   |  |  | Permits and Reports<br>Records include Home Storage Permits, Annual<br>Vehicle Inventory, Monthly Travel Logs, etc.  | P                                      |                                   | C+2            |               |             | C+2           |   | Retain as current until the fiscal year<br>end, then retain two years (office).   |
| 0130  |  |  | Warehouse Stores and Plant Operations<br>Records include stock received and shipped and<br>warehouse maintenance and operations.   | P                                      |                                   | C+2            |               | 2           | C+4           |   | Retain as current until the end of fiscal<br>year, then retain four years (two years<br>in the office, then two years at SRC).  |